SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2022

Name of Faculty Member: **ANNIE A. PARMIS**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.485	
b. Students (50%)		4.33 x 50% = 2.375	
TOTAL for Instruction	80%	4.86	3.888
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension	15%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 15% = 0.750	0.750
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	4.84 x 5% = 0.250	0.250
TOTAL	100%		**4.888**

EQUIVALENT NUMERICAL RATING: 4.888
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.888**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

ANNIE A. PARMIS
Name of Faculty

Reviewed by:

JETT C. QUEBEC
Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANNIE A. PARMIS, a faculty member of the <u>DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES</u> commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY-JUNE 2022

ANNIE A. PARMIS Associate Professor 1 Date: July 5, 2022	Approved: **JETT C. QUEBEC** Department Head Date: July 6, 2022	**MA. THERESA P. LORETO** College Dean Date: 8/4/2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 2. Graduate Student Management Services											
	PI 4: Total FTE coordinated, implemented & monitored*	**A1.** Actual Faculty's FTE _____		Handles subjects/courses assigned	1	3.00	5	5	5	5.00	LTNG 207, LTNG 209, LTNG 300
	PI 8: Number of graduate students advised *	**A2.** Number of students advised		Acts as academic adviser to graduate students	10	18	5	5	5	5.00	MS-LT and M-Ed Students
		A3. Number of students advised on thesis/special problem									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	*8*	12	5	5	5	5.00	MS-LT, M-Ed Students
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	*3*	8	5	5	5	5.00	MS-LT, M-Ed Students
		A4. *Number of students entertained for consultation purposes*		*Entertains students seeking consultation with faculty*	45	50	5	5	5	5.00	MS-LT, M-Ed Students
	PI 9: Number of instructional materials developed *	**A5**. *Number of on-line ready coursewares developed and submitted for review*		*Converts the existing instructional materials into flexible learning systems*	N/A	N/A					N/A
		Published Study Guides		*Ebooks*	*0*	1	5	5	5	5.00	Sociolinguistics Study Guide
		Supplemental learning resources		*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course*	*5*	10	5	5	5	5.00	LTNG 207, LTNG 209

		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	*100*	*200*	5	5	5	5.00	Learning Task/Articles and Assessment
		A 6 : Number of Periodic Exams		*Prepares Midterm and Final Exam*	*2*	*4*	5	5	5	5.00	LTNG 207, LTNG 209
		A 7 : Number of virtual classroom created and operational		*Google Meet/E-mail/Messager/ Live Calls*	*1*	*2*	5	5	5	5.00	LTNG 207, LTNG 209
	PI 10 . *Additional outputs:*	*A 8. Other outputs implementing the new normal due to covid 19*		*Designs experiential learning activities and other outputs to implement new normal*	*5*	*8*	5	5	5	5.00	LTNG 207, LTNG 209
		A10 . *Number of grade sheets submitted within prescribed period*	Preparation	Prepares gradesheet and submits on or before deadline	*3*	*4*	5	5	5	5.00	LTNG 207, LTNG 209, LTNG 300 (2 SECTIONS)
		A 11 . *Number of INC forms with grade submitted within prescribed period*		Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	*1*	*3*	5	5	5	5.00	LTNG 299, LTNG 207, LTNG 209
		A12 . *Number of trainings/webinars attended related to instruction*	Trainings attended	Attend mandated trainings	*5*	*5*	5	5	5	5.00	The State Language in the Philippines
		A13 . *Number of long examinations administered and checked*	exam prep	Administers and checks long examination for subjects taught	*5*	*10*	5	5	5		LTNG 207, LTNG 227, LTNG 299
		A14 . *Number of quizzes administered and checked*		Prepares and checks quizzes for lec	*10*	*50*	5	5	5	5.00	(Graduate and Undergraduate courses)
		A15 . *Number of lab reports and term papers checked and graded*		Checks lab reports and term papers submitted as required	*N/A*	*N/A*	N/A	N/A	N/A	N/A	*N/A*
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	PI 5: Total FTE, coordinated, implemented and monitored *	**A9**. Actual Faculty's FTE 5.4		*Handles and teaches courses assigned*	*18*	*19.85*	5	5	5	5.00	ELSt 199, ELDs 122 (2 sections), Engl 137 (2 sections), and ELSt 200
		A10 . *Number of grade sheets submitted within prescribed period*	Preparation	Prepares gradesheet and submits on or before deadline	*6*	*12*	5	5	5	5.00	ELSt 199, ELDs 122 (2 sections), Engl 137 (2 sections), and ELSt 200
		A 11 . *Number of INC forms with grade submitted within prescribed period*		Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	*2*	*5*					*ELDs 122, ELSt 198,*
		A12 . *Number of conferences/ trainings attended related to instruction*	Trainings attended	Attends conferences and trainings	*5*	*5*	5	5	5	5.00	The State Language in the Philippines
		A13 . *Number of long examinations administered and checked*	exam prep	Administers and checks periodic examination for subjects taught	*2*	*6*	5	5	5	5.00	ELSt 199, ELST 200, ELDs 122, Engl 137
		A14 . *Number of quizzes administered and checked*		(oral and written)	*10*	*20*					(Graduate and undergraduate courses)
		A15 . *Number of lab reports and term papers checked and graded*		Checks lab reports and term papers submitted as required	*N/A*	*N/A*	N/A	N/A	N/A	N/A	*N/A*
	PI 8: Number of students advised: *	**A16**. Number of students advised:		*Acts as academic adviser to students*	*5*	*20*	5	5	5	5.00	*ELSt 200, EL 200*

		A17 . Number of students advised on thesis/ field practice/special problem:									
	ELSt 200	_As SRC Chairman_	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	_1_	_3_	5	5	5	5.00	_ELSt 200_
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	_2_	_4_	5	5	5	5.00	_ELSt 200_
		A18 . _Number of students entertained for consultation purposes_		Entertains students consulting on subject taught, thesis and grades	20	200	5	5	5	5.00	_(graduate and undergraduate courses)_
PI 9: Number of student organizations advised/ assisted *		**A19** . _Number of Student organizations advised_		Advises student organizations recognized by USOO	none	none					_none_
		A20 . _Number of Student organizations assisted on student_		Assists student organizations in implementing student related	none	none					_none_
PI 10: Number of instructional materials developed *		**A 21 :** Number of on-line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel							
		OBE Coures Syllabi		_Updates OBE Course Syllabi_	_3_	_7_	5	5	5	5.00	_(Graduate and Undergraduate courses)_
		Supplemental learning resources		_Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught_	_5_	_20_	5	5	5	5.00	_(Graduate and Undergraduate courses)_
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems	_5_	_20_	5	5	5	5.00	_(Graduate and Undergraduate courses)_
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor		Submits the course ware duly reviewed by TRP for editing by MMDC editor	_N/A_	_N/A_	N/A	N/A	N/A	N/A	_N/A_
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	_N/A_	_N/A_	N/A	N/A	N/A	N/A	_N/A_
PI 11. Additional outputs		**A 25**. Number of Additional outputs accomplished:			_3_	_6_	5	5	5	5.00	_(Graduate and Undergraduate courses)_
		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	_N/A_	_N/A_	N/A	N/A	N/A	N/A	_N/A_
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	_N/A_	_N/A_	N/A	N/A	N/A	N/A	_N/A_
		A 26. Other outputs implementing the new normal due to covid 19		Published Study Guides (Ebooks)	_1_	_2_	5	5	5	5.00	Language and Advertising Study Guide, Introduction to Pragmatics Study Guide
						SUB-TOTAL				5.00	
UMFO 3 . RESEARCH SERVICES					_N/A_	_N/A_	N/A	N/A	N/A	N/A	_N/A_

PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	**A27.** Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *		Conducts research for possible utilization by industry or other beneficiaries	N/A	N/A	N/A	N/A	N/A	N/A		N/A
PI 2. Number of research outputs	**A 28.** Number of research outputs		Conducts and completes research	N/A	N/A	N/A	N/A	N/A	N/A		N/A
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	**A 29.** Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year		Writes publishable materials out of research outputs and submits for publication	N/A	N/A	N/A	N/A	N/A	N/A		N/A
	In refereed int'l journals			N/A	N/A	N/A	N/A	N/A	N/A		N/A
	In refereed nat'l/regional journals			N/A	N/A	N/A	N/A	N/A	N/A		N/A
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	**A 30.** Number of research outputs presented in regional/national/ int'l fora/conferences *		Prepares, submits and presents research paper in scienfic for a/conferences	N/A	N/A	N/A	N/A	N/A	N/A		N/A
	In int'l fora/conferences										
	In nat'l/regional fora/conferences										
PI 5. Percent of research proposals approved *	**A 31.** Percentage of of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation	N/A	N/A	N/A	N/A	N/A	N/A		N/A
PI 6. Additional outputs*	**A 32.** No. of course-related awards (research conducted by faculty or student w/ faculty)		Presented paper abroad	N/A	N/A						N/A
	A 33. Number of journal articles/ published		Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	N/A	N/A						N/A
	A 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output	N/A	N/A						N/A
	A 35. Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal	N/A	N/A						N/A
					SUBT-TOTAL				0.00		
UMFO 4. EXTENSION SERVICES											N/A
PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	**A 36.** Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained		Identifies and links with probable partners for extension activities and maintains this active partnership	N/A	N/A						N/A
PI 2. Number of trainees weighted by the length of training	**A 37.** Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer	N/A	N/A						N/A

PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	**A 38**. Number of extension programs/projects implemented		Implementes duly approved extension projects	N/A	N/A						
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	**A 39**. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance		Provides quality and relevant training courses and advisory services	N/A	N/A						
PI 5. Number of technical/expert services	**A 40** . Number of technical/expert services as/in:		Provides the technical and expert services requested by beneficiaries	N/A	N/A						
Research Mentoring	Research Mentor			N/A	N/A						
Peer reviewers/Panelists	Peer reviewers/Panelists			N/A	N/A						
Resource Persons	Resource Persons			N/A	N/A						
Convenor/Organizer	Convenor/Organizer			N/A	N/A						
Consultancy	Consultant			N/A	N/A						
Evaluator	Evaluator			N/A	N/A						
PI 8. Percent of extension proposals approved *	**A 41.** Percent of extension proposals approved *		Prepares extension project proposals, submits and follow up	N/A	N/A						
PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *			N/A	N/A						
	A 43.Other outputs implementing the new normal due to covid 19		and other outputs to implement new normal	N/A	N/A						
	A 44.Hosted Nostalgia DYDC Program		prepares scripts and invites guest	15	20	5	5	5	5.00	Nostalgia Episodes	
					SUBTOTAL				5.00		

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services

PI 8.Compliance to all requirements thru the established/adequate	**A 44**. Compliance to all requirements of theQMS core processes of the		Ensures that all the QMS core processes of the university are	zero non-conformity		5	4	5	4.67	zero % non-conformity
	A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation	100% compliant		5				
	On program accreditations	Pilot Plant Manager								
	On institutional accreditations	SSF Rootcrop facility incharge								

UMFO 6. General Admin. & Support Services (GASS)

PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline		Provides customer friendly frontline		Zero %	5	5	5	5.00	Zero % complaint
					SUBT-TOTAL				4.84	

Total Over-all Rating												
Adjectival Rating												

			Comments & Recommendations for Development Purpose:
Average Rating (Total Over-all rating divided by number of entries)			Dr. Parmis is one of the most hardworking faculty of DLABS. Her experience in the academe provides additional help to the department. More collaborations with co-faculty is a welcome development.
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			

Evaluated & Rated by:

JETT C. QUEBEC
Department Head
Date: July 6, 2022

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

PERFORMANCE MONITORING FORM

Name of Employee: **ANNIE A. PARMIS**

Task No.	Task Description	Expected Output	Date Assigned January – June/July 2022	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Teach the following undergraduate and graduate courses: ELPr 141, ELST 200, Comm 11 (3 sections), LTNG 207, LTNG 209, and LTNG 300.	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2022	June-July 2022	June 2022	Very Impressive	Outstanding	
2.	Serve as a thesis adviser and teacher for courses ELSt 200 and LTNG 300.	Regular checking of the manuscripts and consultation	January 2022	June-July 2022	June-July 2022	Very Impressive	Outstanding	
3.	Prepare Instructional Materials	Developed and utilized IMs in class	January 2022	February-March 2022	March 2022	Very Impressive	Outstanding	
4.	Allot time for student consultation	Spent 4 hrs. a week for consultation	January 2022	June-July 2022	June-July 2022	Very Impressive	Outstanding	
5.	Participate in all activities conducted by the department, college, and the university	Attendance, meetings	January 2022	June-July 2022	June 2022	Very Impressive	Outstanding	
6.	Serve as a Panel Member of the Graduate Advisory Committee (GAC)	Attendance to Comprehensive Exams/ Thesis Defense	January 2022	May-June 2022	May-June 2022	Very Impressive	Outstanding	
7.	Serve as a Chair of the Graduate Advisory Committee (GAC)	Monitored advisees	January 2022	May-June 2022	May-June 2022	Very Impressive	Outstanding	
8.	Serve as an Examiner representing the Office of the Graduate School (OGS)	Observe and give comments and	June 2022	June 2022	June 2022	Very Impressive	Outstanding	

·	(Graduate student's final thesis defense)	suggestions; fill-out a paper-report					
9.	Accomplish course syllabi, TOS, and monthly DTRs.	Approved course syllabi, TOS, and DTRs	January 2022	July 2022	July-December 2022	Very Impressive	Outstanding
10.	Serve as Adviser of graduate and undergraduate manuscripts	Monitored advisees; attend proposal and thesis defense	January 2022	March-June 2022	March-July 2022	Very Impressive	Outstanding
11.	Serve as a host of the Nostalgia program (DYDC)	Airtime appearances	January 2022	June 2022	June 2022	Impressive	Very Satisfactory
12.	Write and publish e-books	Published 3 Study Guides	January 2022	June 2022	May 2022	Very Impressive	Outstanding
13.	Edit Manuscripts	Edited graduate and undergraduate theses	January 2022	June-July 2022	June-July 2022	Very Impressive	Outstanding
14.	Serve as Chair/Member of Student Research Committee (SRC) for undergraduate thesis	Attendance to proposal/thesis defense	January 2022	March-June 2022	March-June 2022	Very Imoressive	Outstanding
15.	Prepare Midterm and Final Grades	Grades submitted to the Office of the Registrar	January 2022	June-July 2022	July 2022	Very Impressive	Outstanding

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

JETT C. QUEBEC
Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Annie A. Parmis**

Performance Rating:

Aims:

1. Participation in professional organizations
   - Attending local, regional, national, and international conferences or webinars
   - Serving as Panel reactor
   - Coordinating events
   - Serving as an academic/thesis adviser or a panel member
2. Conducting instruction, research, production, and extension activities
3. Improve job performance
   - Keeping up with new teaching approaches, methodologies, and strategies in the new normal amidst pandemic
   - Learning about updates in the field of English language teaching
   - Improving existing talents and skills
4. Increased duties and responsibilities
   - Taking on new challenges in the current work, project or plan
5. Expanding coverage
   - Writing Learning Guides, syllabi, and other instructional materials
   - Publishing books and research articles
   - Reviewing the works of others for publication

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2023   Target Date: One year from today

First Step:

a) She was encouraged to keep up with the good work and find time for some improvements and higher possibilities

Result:

She will have hopefully become more productive and more efficient in her teaching and other tasks and assignments.

Date: July 2022   Target Date: End of Second Semester SY: 2021-2022

Next Step:

She was advised to conduct a research and participate in conferences and trainings as presenter/resource speaker, as well as to publish books and research articles.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:

JETT C. QUEBEC
Department Head

Conforme:

ANNIE A. PARMIS
Faculty/Ratee